
CONSTITUTION

ECTS Medicine Association

As written by the Working Group set up in Heraklion and submitted as an outline to approval, before the Annual General Meeting. This manuscript has to be circulated amongst the members of the Working Group for its review before been received by the Executive Board and submitted to the "European" lawyers for technical soundness checking.

May 7/8, 2004

1. NAME

ECTS MEDICINE ASSOCIATION

2. LEGAL STATUS AND SEAT

The ECTS MEDICINE ASSOCIATION is an "Associaton sans but lucrative" / Vereniging zonder Winstoogmerk" registered with its seat in Brussels; Free University of Brussels, faculty of Medicine, CP 610, route de Lennik 808, 1070 Brussels. The association belongs to the judicial county of Brussels.

3. OBJECTIVES

3.1. To assist and to encourage mobility amongst partners within and outside the Association by implementing proper ECTS rules and policies.

3.2. To ensure the quality of medical student mobility by proper use of ECTS amongst Association members.

3.3. To provide an advisory role for Medical Schools who wish to implement ECTS in their faculties.

3.4. To compare Curricula, Examinations and Clinical Practice in all member Medical Schools, in order to assist recognition of equivalence and promote understanding between the Medical Schools.

3.5. To ensure integration of ECTS policies in new developments in medical education.

3.6. To participate in processes towards a credit accumulation system by promoting transparency and facilitating dialogue on quality, comparability and mutual recognition of qualifications.

3.7. To be instrumental in promoting and encouraging other medical activities which foster international cooperation in the field of Medical Education.

3.8. To promote internationalization at home for medical students.

3.9. To act as a link between the European Commission and national agents and all those involved in the ECTS process (co-ordinators, faculty members, students, etc.).

4. STRUCTURE

4.1 The policy of the Association is determined by the Annual General Meeting (AGM).

4.2 The Executive Board (EB) is elected by the AGM to carry out the objectives of the Association.

4.3 Composition of the EB.

- President
- Vice-President
- Secretary
- Treasurer
- 3 additional members

4.4 Terms

The Officers and additional members shall be elected by secret ballot at the AGM. A simple majority of the members of the association will be required for election. Votes by mail prior to the AGM and written proxy votes presented at the AGM will be permitted. Elections will be held according to the following calendar:

- President: every 3 years;
- Vice-President: every 4 years;
- Secretary: every 4 years;
- Treasurer: every 4 years;
- 3 additional members: every 3 years.

Each may be allowed to serve on the EB for a maximum of two terms.



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- To assist the President and discharge the duties of the President whenever, in the discretion of the EB, the disability or absence of the President makes such action advisable.
- In the absence of the President, the Vice-President shall chair.

4.5.3 Secretary

- The Secretary shall keep a record of the proceedings of the meetings of the Association and maintain a file of the correspondence concerning the Association.
- He/She shall notify the Officers and all members of a Committee or Working Group of their election or appointment and shall issue notices of meetings.
- He/she shall keep a roll of the Members of the Association.
- Secretarial work may be shared between all EB members.

4.5.4 Treasurer

- The Treasurer shall collect and disburse all funds of the Association on the order of the EB. He/she shall keep proper accounts of the Association and produce a yearly report on the financial situation of the Association for the approval of the AGM.

4.6 Committee structure, terms and duties

4.6.1. Executive Board

- The EB shall manage the affairs of the Association.
- The EB will normally meet 3 times per year, one during the AGM. EB Meetings may be called at other times by the President, with the agreement of 50% of the other members of the Board. The costs of attending the meetings of the EB will fall on the universities of the members of the Board, unless other funds can be found to cover these costs. The EB may authorise any member or officer to represent and to present the views of the Association at any National or International Conference at which it is considered that the objects of the Association call for such representation.

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4.6.2 Working Groups

- The work of the Association may be delegated by the EB to Working Groups which shall be appointed from time to time by the EB to consider and to report as necessary upon any topic.

5. MEMBERSHIP, RULES and REGULATIONS

- A member of the Association is the Medical Faculty itself, represented by the official institutional and departmental coordinators as chosen by the University for its Medical Faculty. Members are listed in Annex 1.

- Any European Medical School/Faculty may apply to join the Association. Such application shall be considered by the EB and a recommendation made by the EB to the next following AGM. Membership is expected to be reasonably balanced across Europe. Applicants should fulfil the objectives of the Association.

Applicants for membership are required to be proposed to the EB by two member institutions at least two months before the AGM. The EB will consider the application and make a recommendation to the AGM one month before that AGM. A new member will be admitted to membership at the AGM by a simple majority of all members. Votes by mail prior to the AGM and written proxy votes presented at the AGM will be permitted. Membership will become effective immediately after the election is completed.

- Each member has one vote in any election process, irrespective of how many representatives are present from any one Medical School at the time of the election process.

Members not abiding by the principles of the Association may be excluded from membership after prior warning. The expulsion of a member can be proposed by any member up to two months before the AGM. The proposal must be seconded by a simple majority of the General Assembly at the AGM (proxy votes allowed as detailed above). The member to be expelled has a right to a hearing at the AGM. The expulsion can then take place after a simple majority at the AGM is in favour.

- Membership shall terminate with resignation at any time: Resignation shall be submitted before the Annual meeting.

6. GENERAL MEETINGS

- The AGM shall be held in April or May each year - The date and place of the next AGM shall be decided at the AGM. The agenda shall be determined by the EB and circulated to all members at least one month prior to the meeting.

- Not less than two months prior to the AGM the EB shall call for any items that members wish to place on the agenda.

- Special General Meetings may be held at such time and place as the EB may determine. One third of the membership shall constitute a quorum.

- At least six weeks' clear notice of a Special General Meeting shall be given to each member.

- The business of the AGM shall be:

a) to agree on the final student exchanges (Clearing House Meeting);

b) to conduct the necessary elections to the EB, by secret ballot;

c) to elect new members of the Association;

d) to receive a report from the EB and agree on any action to be taken;

e) to discuss and agree on projects proposed by the EB and other members of the Association;

f) to have a discussion on a pre-agreed topic, with relevant speakers from outside the Association;

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g) Members of the Association shall be entitled to send as many representatives as they wish, at their own expense, to the Annual General Meeting, but any voting shall be on the basis of one representative per institution. Voting procedures will be on the basis of a simple majority.

h) The President shall chair the Annual General Meeting.

7. AMENDMENTS, ETC.

- This Constitution may be amended at an AGM by a vote of at least two thirds of those present and voting, provided that notice of any proposed amendment or new article shall be given in writing to the Secretary at least one month prior to the meeting. The Secretary shall forward the amendment to each member at least twenty-one clear days before such Annual General Meeting.

- The Association may be dissolved only after 6 months' notice has been given at an AGM where a majority of two-thirds of those present was in favour of dissolution. A final decision shall be made only after a postal ballot of members, with that decision based on a simple majority of those responding.

8. FEE AND DESTINATION OF FUNDS

The possibility of a yearly fee or money transfers from members will be decided upon by the General Assembly, not exceeding the amount of 750 EURO. If the association is dissolved, all funds will be transferred to the organisation "Doctors without Borders", ASBL, 94 rue Dupré, 1090 Brussels, Belgium.

9. PERIOD OF ACTIVITY

The association is founded for an unlimited period.

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Founding members of the ECTS Medicine Association asbl

Mrs. Clare J. Menzel-Dowling

2 rue Pasteur
F - 57350 Spicheren
° 01/09/1966, London (GB)

Mr. Karel Van Liempt

Roggemansstraat 4
2820 Bonheiden
° 02/11/1948, Wilrijk (Belgique)

Mr. Pavel Kucera

Chemin de la Ratavolar 8
Montblesson,
CH - 1000 Lausanne 27
° 31/12/1940, Kladno (Tchéquoslovaquie),

Mrs. Kyriaki Thermos

Voutes
Heraklion
GR - 71013 Crete
° 17/12/1954, Karia, Lefkas (Greece),

Mr. Sverre Bjerkeset

Telemarksvingen 14
N - 0655 Oslo
° 3/4/1969, Molde (Norvège)

Mr. Mathias Montenarh

Ospelstrasse 7,
D-66424 Homburg (Einöd)
° 01/05/1950, Bonn (Allemagne)

Founding members of the ECTS Medicine Association asbl

Mr. Sylvain Meuris

Avenue des Jardins 62 / Bte 3

1030 Bruxelles

°20/9/1950, Ixelles (Belgique)

**Mr. Ernst-Wilhelm Kienecker**

Am Collinger Berg 46

D-66424 Homburg

°23/10/1942, Witten-Rühr(Allemagne)



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ANNEX 1

Les membres de l'Association ECTS-Médecine sont les (représentants des) Universités et leurs Ecoles/Facultés de médecine qui étaient membres du ECTS Inner Circle Medical Group lors de l'Assemblée générale annuelle de celui-ci en mai 2003 :

The members of the ECTS Medicine Association are (representatives of) those Medical Schools/Faculties, which were members of the ECTS Inner Circle Medicine Group as at the Annual Meeting of the Group in May 2003:

- 1.- Université Libre de Bruxelles, Faculté de Médecine (B)
- 2.- Universiteit Antwerpen, Faculteit Geneeskunde (B)
- 3.- Universität Wien, Faculty of Medicine (A)
- 4.- University of Sofia, Faculty of Medicine (BG)
- 5.- Université de Lausanne, Faculté de Médecine (CH)
- 6.- Universität Basel, Medizinische Fakultät (CH)
- 7.- Charles University Prague, 1st Medical Faculty (CZ)
- 8.- Universität des Saarlandes, Faculty of Medicine (D)
- 9.- Universität Bonn, Faculty of Medicine (D)
- 10.- Charité, Universitätsmedizin Berlin (D)
- 11.- Justus-Liebig-Universität Giessen, Faculty of Medicine (D)
- 12.- University of Copenhagen, Faculty of Health Sciences (DK)
- 13.- Universidad de Valencia, Faculty of Medicine (E)
- 14.- Universidad Rovira i Virgili, School of Medicine and Health Sciences (E)
- 15.- Universidad de Valladolid, Facultad de Medicina (E)
- 16.- Universidad de Oviedo, Facultad de Medicina (E)
- 17.- Universidad de la Laguna, Tenerife, Facultad de Medicina (E)
- 18.- University of Kuopio, Faculty of Medicine (FI)
- 19.- University of Turku, Faculty of Medicine (FI)
- 20.- Institut Catholique de Lille, Faculté Libre de Médecine (FR)
- 21.- Université Louis Pasteur de Strasbourg, Faculté de Médecine (FR)
- 22.- Université de Rennes I, Faculté de Médecine (FR)
- 23.- Université Pierre et Marie Curie (Paris 6), Faculté de Médecine (FR)

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- 24.- Aristotle University of Thessaloniki, Faculty of Medicine (GR)
- 25.- University of Crete, Faculty of Medicine (GR)
- 26.- Semmelweis University of Budapest, Faculty of Medicine (HU)
- 27.- Università degli Studi di Napoli, Faculty of Medicine (I)
- 28.- Università degli Studi di Bari, Faculty of Medicine (I)
- 29.- Università degli Studi di Perugia, Faculty of Medicine (I)
- 30.- Queens University Belfast, Faculty of Medicine and Health Sciences (IRL)
- 31.- Universitetet i Oslo, Faculty of Medicine (N)
- 32.- Universiteit Leiden, Medical Centre (NL)
- 33.- Universidade de Coimbra, Faculty of Medicine (P)
- 34.- Universidade de Lisboa, Faculdade de Medicina (P)
- 35.- Jagiellonian University of Kraków, Collegium Medicum (PL)
- 36.- Karolinska Institutet, Stockholm (S)
- 37.- University of Bristol, Faculty of Medicine (UK)
- 38.- University of Manchester, Faculty of Medicine (UK)
- 39.- University of Leicester, Medical School (UK)